



**LOWELL PUBLIC SCHOOLS**  
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To: Superintendent  
From: Chief Operating Officer  
Date: July 13, 2023  
Re: Job Descriptions for consideration

I request that the School Committee approve the following positions and/or job descriptions for immediate posting. These positions were discussed tonight at the Human Resources & Labor Relations Subcommittee meeting which was held in the conference room on the 5<sup>th</sup> floor of our Central Offices:

1. Decoupling of Early Childhood Coordinator and Cardinal O'Connell School Supervision: **Request approval of job description and permission to post** (see memorandum attached from Chief Equity and Engagement Officer);
2. Stipends for Lead Security Guard, Lead FLEX block teacher, and Lead Latin Lyceum Teacher for Lowell High School: **Request approval of stipends for posting** (see memorandum attached from Head of School);
3. Food Truck Driver and Cook for Food Truck: **Request permission to post a school year position for Food Truck Driver and Food Truck Cook and provide for an hourly wage for summer work** (see attached memo from Chief Operating Officer);
4. Assistant Database Administrator: **Request approval of job description and permission to post** (see memorandum of Director of Research & Accountability attached).
5. Cafeteria Generalist- **Request approval of job description and permission to post position.** In 2022, CFO received DESE guidance that such a position could be funded outside of the general budget with the cafeteria fund. The addition of this position would improve operations and services and help to better manage attendance and performance. Currently, the position is listed under Grants/Offsets in the budget (see attached budget page).